

Revised Exhibit A (rev. 8/31/18)

In consideration of the payments set forth in Exhibit B, Contractor shall provide the following services:

- Technical services (water quality monitoring, best management practice evaluations and recommendations, water conservation programming, technical assistance to landowners)
- Public engagement services (outreach, community events, print and website outreach materials)
- Coordination services (connect stakeholders for integrated approach to resource conservation)
- Program oversight and administration (reporting, project management)
- Internal services (staff training, internal audits, improve business functions)

Details of the scope of these services are provided in Exhibits A1-A11.

Exhibit A4: Composting Technical Assistance

Project

Composting Technical Assistance

Timeframe

August 1, 2018 – June 30, 2020

Budget

\$20,000

Scope of Work

Resource Conservation Districts (RCDs) are the entities established by California law to provide technical assistance to residents, business owners, and farmers for the best management of their natural resources. RCD staff is in the field daily with these constituents, addressing integrated, comprehensive natural resource management. As requested by constituents or OOS, the RCD will be available to provide composting technical assistance.

The RCD will also assist OOS in development of a program to install a composting unit with local businesses and landowners. The RCD regularly provides technical assistance to businesses and landowners for a variety of environmental improvements and natural resource-related matters, with particular additional expertise in permitting/ regulatory compliance. The RCD will help the County find ways to reduce its own permitting/ regulatory barriers to develop composting systems.

Billing rates for FY 19 and FY 20 are:

Executive Director - \$170

Water Quality Specialist- \$92

Program Specialist - \$79

Project Coordinator - \$52

Administrative Officer - \$72 (for billing, contracting associated with this program)

For work assisting agricultural operations with permitting, the RCD would be paid through an existing contract with the Agricultural Commissioner's Department.

Exhibit A5: School Composting Demonstration Project

Project

School Composting Demonstration Project

Timeframe

August 1, 2018 – August 30, 2020

Budget

\$9,994.00

Scope of Work

Science and special education teachers at Manuel F. Cunha Intermediate School in Half Moon Bay are interested in partnering with the RCD for a composting project at Cunha Middle School. This project would support their existing curriculum (e.g., 6th grade soils unit, and the special education's gardening program). Goals for this project include developing students' understanding of composting practices, and the role of compost in building soil health and mitigating climate change. Additionally, through interpretive signage and outreach communications about this demonstration project signage, the RCD seeks to increase awareness of and support for composting among members of the public.

This project includes the following tasks:

Task 1: Project Administration

The program administration task involves program oversight, planning, and project management including drafting internal resources (i.e. checklists, maps), communicating with partners and stakeholders, and invoicing on a quarterly schedule.

Task 2: Project Planning

The RCD will work with teachers at Manuel F. Cunha Middle School to incorporate composting and soil health into their curriculum.

Task 3: Project Implementation

The RCD will design and create small-scale compost testing of a few of different source materials (e.g., food scraps, chipped wood), engaging Cunha Middle students and teachers in the design, monitoring, and maintenance. This project will include an education/outreach component (e.g., interpretive signage) to reach the thousands of visitors to Cunha's sports fields that are adjacent to the planned demonstration site.

Timeline

Activity	Timeline
Enter into contract with OOS	September 2018
Project planning	August 2019 – September 2019
Project design	September-November 2019
Project implementation	January – February 2020
Project monitoring and maintenance	February – June 2020
Final report to OOS	September 2020

Detailed Budget

Task 1: Program administration	Hours	Rate	Amount
Executive Director	2	\$170.00	\$340.00
Program Specialist	12	\$79.00	\$948.00
Administrative Officer	4	\$72.00	\$288.00
Task 2: Project planning			
Program Specialist	18	\$79.00	\$1,422.00
Task 3: Project Implementation*			
Program Specialist	40	\$79.00	\$3,160.00
Project Coordinator	18	\$52.00	\$936.00
Expenses (signage, tools, monitoring kit)			\$2,900.00
PROGRAM TOTAL			\$9,994.00

* Note that it is assumed that permits (and related fees) will not be required because of the project type and size which will be below thresholds for regulatory review.

Exhibit A6: Feasibility Study for Composting Facility

Project

Feasibility of Coastside Composting Facility/ies Serving Agricultural Producers and Equestrian Facilities

Timeframe

September 1, 2018 – March 30, 2020

Budget

\$31,516.00

Scope of Work

The RCD will conduct a preliminary feasibility analysis for a composting facility (or multiple facilities) on the San Mateo coast to process agricultural waste and horse manure. The facility(s) would redirect these organic wastes from the waste stream, and create a local source of compost. Included in this project would be obtaining information on agricultural waste generation, demand for compost, assessment of regulatory and food safety considerations, and describing next steps. RCD staff has expertise in local, State, and federal regulatory requirements as well as food safety considerations that often interact with programs to generate and utilize compost. Benefits of this project include reduction of wastes from the waste stream, and conservation of resources by repurposing these wastes into a soil amendment that increases water retention and infiltration, builds soil health and soil carbon, and sequesters CO₂.

This project includes the following tasks:

Task 1: Project Administration

The program administration task involves program oversight, planning, and project management including drafting internal resources (i.e. checklists, maps), communicating with partners and stakeholders, and invoicing on a quarterly schedule.

Task 2: Data Collection

The RCD will gather data on waste generation from agricultural producers and equestrian facilities, and current or planned management of waste. The RCD will also survey producers on their current annual compost use and desired level of use, and barriers to utilizing compost, such as cost and concerns about compost quality. This task also includes a review of applicable regulations that impact the waste management, composting, or use of compost of agricultural producers and livestock facilities.

Task 3: Recommendations

Using the data collected from Task 2, the RCD will analyze potential composting systems and scales that would best meet the demand and best serve coastal San Mateo County. The RCD will produce a report for Office of Sustainability detailing recommendations and next steps.

Timeline

Activity	Timeline	Notes
Enter into contract with OOS	September 2018	
Data collection	October 2018 – February 2019	Speak with farmers, equestrian facilities, waste management operators, etc.
Analysis	March-July 2019	

Mid-project progress report to OOS	August 2019	
Assess alternatives	August-November 2019	
Write draft report	December 2019-January 2020	Share with OOS and partners for feedback
Finalize report	January-March 2020	

Detailed Budget

Task 1: Program administration	Hours	Rate	Amount
Executive Director	4	\$ 170.00	\$ 680.00
Program Specialist	40	\$ 79.00	\$ 3,160.00
Administrative Officer	6	\$ 72.00	\$ 432.00
Mileage		\$ 0.55	\$ 200.00
Task 2: Data collection			
Program Specialist	113	\$ 79.00	\$ 8,927.00
Water Resources Specialist	12	\$ 92.00	\$ 1,104.00
Subcontractor			\$ 3,300.00
Task 3: Recommendations			
Executive Director	4	\$ 170.00	\$ 680.00
Program Specialist	120	\$ 79.00	\$ 9,480.00
Subcontractor			\$ 3,700.00
PROGRAM TOTAL			\$ 31,516.00

Exhibit A7: HMB High School Composting

Project

Half Moon Bay High School Composting Project

Timeframe

September 1, 2018 – July 30, 2021

Budget

\$63,508.00

Scope of Work

The RCD will work with Half Moon Bay High School Agricultural Program and with a local horse boarding facility (at least one) in the San Vicente Creek watershed on developing a program that will provide composting services for equestrian facilities. The project has the potential to remove approximately 400 tons of manure a year from a watershed that has excessive amounts of fecal bacteria in the creek system. Other expected benefits of the project include:

- reducing greenhouse gas emissions;
- removing horse manure from the waste stream;
- teaching high school students about composting and soil health;
- creating a locally generated soil amendment for use by farms and residents;
- helping the County comply with new water quality regulations for San Vicente Creek; and
- providing a business enterprise program for local students.

This program may include construction of a manure bunker, development of a composting plan and help with ideas for its distribution.

This project includes the following tasks:

Task 1: Project Administration

The program administration task involves program oversight, planning, and project management including drafting internal resources (i.e. checklists, maps), communicating with partners and stakeholders, and invoicing on a quarterly schedule.

Task 2: Project Planning

The RCD will work with the High School and equestrian facilities to conduct project planning, design, and permitting, and to develop a compost distribution plan. This task includes the development of a manure management plan for the High School, which will be created collaboratively with the High School teachers and students.

Task 3: Project Implementation

The RCD will assist with the development (potential construction) on a composting system that will meet the needs of the High School.

Task 4: Post-Implementation Assistance

The RCD will monitor the composting, evaluate the program, and if needed, make recommendations for program alterations or next steps.

Timeline

Activity	Timeline
Enter into contract with OOS	September 2018
Project planning	September 2018 – June 2020
Project implementation	July- September 2020
Post-Implementation Assistance	September – June 2021
Final report to OOS	July 2021

Detailed Budget

Task 1: Project administration	Hours	Rate	Amount
Executive Director	4	\$170.00	\$680.00
Program Specialist	18	\$79.00	\$1,422.00
Administrative Officer	8	\$72.00	\$576.00
Mileage		\$0.55	\$80.00
Task 2: Project Planning			
Executive Director	2	\$170.00	\$340.00
Program Specialist	120	\$79.00	\$9,480.00
Water Resources Specialist	15	\$92.00	\$1,380.00
Expenses (design and permits)			\$19,000.00
Task 3: Project Implementation			
Program Specialist	40	\$79.00	\$3,160.00
Project Coordinator	20	\$52.00	\$1,040.00
Expenses (Construction and supplies)			\$22,400.00
Task 4: Post-Implementation Assistance			
Program Specialist	50	\$79.00	\$3,950.00
PROGRAM TOTAL			\$63,508.00

Exhibit A8: Brussel Sprouts Composting

Project

Brussels Sprout and Eucalyptus Greenwaste Composting Pilot Project

Timeframe

August 1, 2018 – June 30, 2019

Budget

\$18,038

Scope of Work

Brussels sprouts are the most produced (by acreage and weight) vegetable crop in San Mateo County, with nearly 9,000 tons of production in 2016. Brussels sprout waste, when left to sit in the fields, produces CO₂ and NO₂- harmful greenhouse gases. Eucalyptus is an invasive species that is harmful to soil health and wildlife, accelerates erosion, consumes high amounts of local water resources, and greatly increases the risk of catastrophic wildfire. Several farmers have expressed interest in working with the RCD to manage the waste generated by Brussels sprout harvest and eucalyptus removal.

Composting this greenwaste is an innovative waste management solution that has the potential to provide comprehensive, integrated co-benefits. These include, reduced emissions from unmanaged waste; enhanced sequestration of greenhouse gases from enhanced soils; improved resiliency to climate change, including drought and fire; enhanced streamflows for endangered salmon; and enhanced agricultural production.

This project includes the following tasks:

Task 1: Project Administration

The program administration task involves program oversight, planning, and project management including drafting internal resources (i.e. checklists, maps), communicating with partners and stakeholders, and invoicing on a quarterly schedule.

Task 2: Project Planning

The RCD will conduct project planning and design, and obtain necessary permits for project implementation. Additionally, this task includes development of a compost use plan by the RCD.

Task 3: Project Implementation and Monitoring

This task includes the construction a composting system that will meet the needs of the farm. This task includes monitoring the composting process and analyzing the finished product.

Timeline

Activity	Timeline
Enter into contract with OOS	August 2018
Project planning	August 2018 – October 2018
Project implementation	October- November 2018
Post-Implementation Assistance	December 2018- May 2019

Final report to OOS	June 2020
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Detailed Budget

Task 1: Project administration	Hours	Rate	Amount
Executive Director	2	\$170.00	\$340.00
Program Specialist	10	\$79.00	\$790.00
Administrative Officer	4	\$72.00	\$288.00
Mileage		\$0.55	\$200.00
Task 2: Project Planning			
Program Specialist	25	\$79.00	\$1,975.00
Expenses (subcontractor, permits)			\$2,485.00
Task 3: Project Implementation			
Program Specialist	40	\$79.00	\$3,160.00
Project Coordinator	25	\$52.00	\$1,300.00
Expenses (Construction, supplies, and subcontractor)			\$7,500.00
PROGRAM TOTAL			\$18,038.00

Exhibit A9: Elkus Ranch Composting

Project

Elkus Ranch Composting and Demonstration Project

Timeframe

September 1, 2018 – March 31, 2020

Budget

\$36,440

Scope of Work

The RCD will work with Elkus Ranch to complete designs and construction of a manure bunker for the livestock, develop a composting plan, and implement an outreach element (a demonstration workshop and/or project signage). This project would reduce at least 250 tons of manure and bedding annually.

This project includes the following tasks:

Task 1: Project Administration

The program administration task involves program oversight, planning, and project management including drafting internal resources (i.e. checklists, maps), communicating with partners and stakeholders, and invoicing on a quarterly schedule.

Task 2: Project Planning

The RCD will work with Elkus Ranch to plan, design, and obtain necessary permits for the manure bunker, as well as to develop the compost distribution plan. This task includes the development of a manure management plan for the Ranch.

Task 3: Project Implementation

The RCD will oversee construction of a composting system that will meet the needs of the Ranch and their livestock program.

Task 4: Post-Implementation Assistance

The RCD will monitor the composting, evaluate the program, and if needed, make recommendations for program alterations or next steps.

Timeline

Activity	Timeline
Enter into contract with OOS	September 2018
Project planning	September 2018 – June 2019
Project implementation	July- September 2019
Post-implementation assistance	September – March 2020
Final report to OOS	March 2020

Detailed Budget

Task 1: Project Administration	Hours	Rate	Amount
Executive Director	4	\$170.00	\$680.00
Program Specialist	18	\$79.00	\$1,422.00
Administrative Officer	6	\$72.00	\$432.00
Mileage		\$0.55	\$100.00
Task 2: Project Planning			
Executive Director	2	\$170.00	\$340.00
Program Specialist	50	\$79.00	\$3,950.00
Water Resources Specialist	8	\$92.00	\$736.00
Expenses (permits)			\$5,000.00
Task 3: Project Implementation			
Program Specialist	40	\$79.00	\$3,160.00
Project Coordinator	20	\$52.00	\$1,040.00
Expenses (Construction and supplies)			\$18,000.00
Task 4: Post-Implementation Assistance			
Program Specialist	20	\$79.00	\$1,580.00
PROGRAM TOTAL			\$36,440.00

Exhibit A10: Rangeland Application of Compost

Project

Demonstration of Rangeland Application of Compost

Timeframe

September 1, 2018 – September 30, 2020

Budget

\$18,096

Scope of Work

The RCD has completed three Conservation and Carbon Plans for ranches in San Mateo County that identify sites that would benefit from the application of compost to improve soil health, water holding capacity, and sequester and store CO₂. To demonstrate these benefits, the RCD will select one of these sites for rangeland compost application. Based on the carbon sequestration modeling used for Carbon Farm Planning, a 4-acre demonstration project will sequester almost 6 tonnes of CO₂e per year, and more than 119 tonnes after 20 years. To build awareness and support for rangeland compost application as a conservation practice, the RCD will do outreach to local ranchers about the demonstration project, explaining the benefits of utilizing compost, and install educational signage at the project site.

This project includes the following tasks:

Task 1: Project Administration

The program administration task involves program oversight, planning, and project management including drafting internal resources (i.e. checklists, maps), communicating with partners and stakeholders, and invoicing on a quarterly schedule.

Task 2: Project Planning

The RCD will work with ranchers with existing Conservation and Carbon Farm Plans to identify a site for a compost application. This task will include project design and permitting.

Task 3: Compost Application

The RCD will do a one-time ¼" application of compost to at least 4 acres of rangeland. This task includes sourcing, delivery, and supervision of compost application.

Task 3: Monitoring

The RCD will conduct pre- and post-implementation monitoring of soil health, soil carbon, forage, and vegetation community. The monitoring will occur for 1 year following project implementation.

Task 3: Outreach

The RCD will conduct outreach to the local ranching community about the benefits of utilizing compost on rangelands. This will include either a workshop or field visit, and project signage.

Timeline

Activity	Timeline	Notes
Enter into contract with OOS	September 2018	

Project planning	October 2018 – March 2019	Work with landowner to identify site, permitting
Pre-implementation monitoring	April-July 2019	
Compost application	September -October 2019	
Post-project monitoring	October 2019 –October 2020	
Outreach	December 2019-September 2020	
Final report to OOS	December 2020	

Detailed Budget

Task 1: Project administration	Hours	Rate	Amount
Executive Director	4	\$ 170.00	\$ 680.00
Program Specialist	16	\$ 79.00	\$ 1,264.00
Administrative Officer	8	\$ 72.00	\$ 576.00
Mileage		\$ 0.55	\$ 100.00
Task 2: Project Planning			
Program Specialist	22	\$ 79.00	\$ 1,738.00
Project Coordinator	10	\$ 52.00	\$ 520.00
Expenses			\$ 800.00
Task 3: Compost application			
Program Specialist	14	\$ 79.00	\$ 1,106.00
Project Coordinator	6	\$ 52.00	\$ 312.00
Expenses			\$ 6,500.00
Task 4: Monitoring			
Program Specialist	10	\$ 79.00	\$ 790.00
Project Coordinator	10	\$ 52.00	\$ 520.00
Expenses (Soil samples)			\$ 1,200.00
Task 5: Outreach			
Program Specialist	30	\$ 79.00	\$ 2,370.00
Project Coordinator	10	\$ 52.00	\$ 520.00
Expenses (signage, supplies)			\$ 400.00
PROGRAM TOTAL			\$ 18,096.00

Exhibit A11: South Coast Sea Level Rise Vulnerability Assessment

Project

South Coast Sea Level Rise Vulnerability Assessment

Timeframe

January 1, 2019 – December 31, 2019

Budget

\$30,000

Scope of Work

Background and Purpose

In 2015, the County launched Sea Change SMC, which is a County program addressing the issue of sea level rise. In 2018, Sea Change SMC released a Sea Level Rise Vulnerability Assessment (Assessment) for the entire Bayshore and the North Coast (Half Moon Bay north). The County worked with a broad coalition of governments and community stakeholders to develop the Assessment. The Scope of Work below is part of the South Coast Sea Level Rise Vulnerability Assessment for the coast from Half Moon Bay south to the County line.

The San Mateo Resource Conservation District (RCD) serves as a local hub for conservation, connecting people with the technical, financial and educational assistance they need to conserve and manage natural resources. The district provides comprehensive, integrated services addressing wildlife, water, climate, and agriculture. The RCD serves as a focal point for local conservation efforts, and collaborates with private and public land owners, land managers, public agencies, interest groups, and others. The district will play an integral role in reaching people and organizations most affected by sea level rise and in providing alignment with on the ground efforts underway to achieve resiliency to a changing climate.

Task 1: Project Coordination and Management

- Participate in monthly project team meetings.
- Coordinate with additional outreach and engagement consultants and staff as needed.

Task 2: Stakeholder Engagement

Stakeholder engagement will consist of the following tasks:

- Co-develop stakeholder lists of agencies, residents and landowners, non-profits and community-based organizations and businesses in the project area.
- Conduct outreach to stakeholders, co-plan and facilitate up to 8 engagement activities, including but not limited to workshops, site tours and community conversations. This includes but is not limited to:
 - Planning and facilitating an ecosystem based workshop focused of resiliency of natural resources in the project area.
 - Coordinating and leading up to 3 site tours of areas affected by sea level rise and erosion.

Task 3 (Optional): Co-Lead development of ecosystem based scenarios and adaptation options

- Lead the development of 1-2 natural resource based adaptation case studies in collaboration with selected consultant and consistent with existing work. Work with consultant and County of San Mateo staff to develop and vet ecosystem based adaptation strategies. This includes, but is not limited to:
 - Providing data and support for watershed-based case studies.
 - Providing support for other climate risks and stressors beyond sea level rise.
 - Providing input and support for strategies that include climate mitigation (e.g. C seq).

Timeline

Activity	Timeline	Notes
Enter into contract with OOS	September 2018	
Project planning	October 2018 – February 2019	
Outreach activities	March-November 2019	
Adaptation case studies	May -September 2019	
Final report to OOS	December 2019	

Detailed Budget

A detailed budget will be developed collaboratively between the Office of Sustainability and the RCD prior to the project planning phase.

Revised Exhibit B (rev. 8/31/18)

In consideration of the services provided by Contractor described in Exhibit A and subject to the terms of the Agreement, County shall pay Contractor based on the following fee schedule and terms:

Exhibit	Fee schedule and terms
Exhibit A1 Operational Support	RCD shall bill the County on a semi-annual basis (July and January) beginning July 2017 for four (4) equal payments of sixty two thousand and five hundred dollars (\$62,500).
Exhibit A2 San Vicente Creek Bacteria Water Quality Monitoring Program	RCD will submit invoices on a quarterly basis identifying the task, specific work completed, and breakdown of charges. RCD will make reference to the tasks and staffs rates provided in <i>Exhibit A2 – San Vicente Creek Bacteria Water Quality Monitoring Program</i> .
Exhibit A3 Pet Waste Education and Outreach Program	RCD will submit invoices on a quarterly basis identifying the task, specific work completed, and breakdown of charges. RCD will make reference to the tasks and staff rates provided in <i>Exhibit A3 - Pet Waste Education and Outreach Program</i> .
Exhibit A4-A11	RCD will submit invoices on a quarterly basis identifying the task, specific work completed, and breakdown of charges. RCD will make reference to the tasks and staff rates provided in the respective Exhibit as appropriate. The total amount for these exhibits is \$227,592.

Invoices are due and payable to the San Mateo County Resource Conservation District within 30 days of submission.